

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE).



It is a Free web application that educators can use to create effective online learning sites.

The word Moodle was originally an acronym for Modular Object–Oriented Dynamic Learning Environment, which is mostly useful to programmers and education theorists. It's also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, an enjoyable tinkering that often leads to insight and creativity. As such it applies both to the way Moodle was developed, and to the way a student or teacher might approach studying or teaching an online course. Anyone who uses Moodle is a Moodler.

Our Moodle server is hosted on our Local Area Network . In Time we expect to make it accessible from outside our LAN via the Internet, but this will require the support of the CSO....

To log onto our Moodle server type 'xhs-moodle' into the address box of your browser or double-click on the shortcut in the 'Staff resources' network drive mapped as Q:\

Moodle FAQs: source: <http://moodle.bath.ac.uk/faq/showcat.html>

Can I have a Moodle course for a programme?

Yes. Moodle courses can be used to represent a unit and programme. Students registered on a unit in SAMIS will automatically have access to the relevant Moodle course, if it exists and is available to students. Student enrolment in programme-related Moodle course can be handled by using the [SAMIS block](#) .

In addition, some Departments may wish to use Moodle courses as a Departmental portal or Departmental Staff (or Student) Area.

How can I change the title of a Moodle course?

- Click on the **Settings** link towards the top of the Administration menu. This is usually found on the left hand side of your Moodle course.
- Edit the **Full Name** field on the following page.
- Scroll to the bottom of the page, and click on the **Save Changes** button.

How can I edit the settings within a course?

In the **Administration block**, click on the **Settings** link. Here you can control various course settings. These include the course name and summary. You can get additional help by clicking on the blue question marks.

Many of the default settings can be left as they are, but there are a few basic ones which you may want to alter. All settings can be changed at any time.

How can I add another teacher to my course?

1. Log in to moodle and go to your course
2. In the administration menu click on **Assign Roles**
3. Click on **Teacher** or **Non-editing teacher**, as appropriate.
4. Search for the teacher in the Potential users column using the search box. Once you have located him/her, select them from the list and click the Left pointing arrow to add them.

How do I make my course available/unavailable to students?

You may wish to make a Moodle course unavailable to students while you are working on it. This hides the course from everyone except Teachers enrolled on the course.

When a Moodle course is hidden from students, it will appear with a grey title on your Moodle home page, rather than with a blue title as it will appear when it is available to students.

To make your Moodle course available (or unavailable) to students, click on the [Settings](#) link within the **Administration** menu within your course.

Note: The default setting when course are automatically created from SAMIS data is that they are **Unavailable to students**. Make sure that you make the course **Available to students** when it is ready for them to use.

How do I create a folder?

- Click on **Turn editing on** in the **Administration block**.
- Under the Administration menu on the left click on **Files**.

First you need to create a folder in which you will store your files.

- Click on **Make a folder**.
- Type the name of your folder in the box and click on Create.

You should now see your folder. Click on it. You are now ready to upload files into your folder.

- Click on **Upload a File**.
- Click on **Browse**.
- Select the file you wish to upload and click on **Open**.
- You should see the file you have chosen in the **Upload a file** box.
- Click on **Upload this file**. You should see a message saying **File uploaded successfully**.
- Repeat this process for any other files you wish to add. You can always add more later on.

How can I upload and display a file in my Moodle course?

- Click on **Turn editing on** in the Administration menu.
- Click on the drop-down arrow next to **Add a resource**.
- Select **Link to a file or web site**.
- Fill in name for the resource and a summary (this can be the same as the name).
- Click on **Choose or upload a file**.
- Click on **Upload a file**.

- Click on **Browse**.
- You will see a File upload window where you can locate the file you wish to upload.
- Select the file and click on **Open**.
- Click on **Upload this file**.
- Click on **Choose** next to the file you have uploaded.
- The file should appear in the Location box.
- Scroll to the bottom of the page and click on **Save and return to course**.

Students are having problems downloading PDF files from my course.

From Moodle 1.9 onwards, you can choose whether to force files stored in Moodle to be downloaded, rather than being displayed in the browser window.

If the resource is a PDF file (stored in Moodle or on a different site), the force download box should be checked in order that students using IE7 can view the PDF. This work-around is necessary because of the way IE7 handles PDF files.

To check the Force download box for a resource:

- Go into your course and click on the **Turn editing on** link in the **Administration** menu
- Click on the **Update** icon to the right of the relevant resource
- Scroll down to the **Window** section.
- Tick the **Force download** box
- Click on **Save and return to course**

How can I send a message to all the students on my course ?

- To send a message to all students in a Moodle course use a forum. The News forum is provided in all Moodle courses by default, and could be used for this. Make sure that in the forum settings, the option "Force everyone to be subscribed?" is set at "Yes, Forever". This means that students will receive an e-mail copy of any posts in the forum.

How do I post a discussion topic on a forum?

The **Add a new discussion topic** page simply requires you to name the discussion, add your discussion content and then add any attachments you would like to accompany it.

The most important option on this page is **Subscription** as this is the place where you can choose whether or not to receive email copies of replies to this posting. We would urge you consider this choice very carefully, especially if you have large numbers of students.

How can I restrict students from posting to a forum?

1. Within the forum in question, click on the **Update this forum** link in the top right hand corner.
2. Click on the **Override permissions** tab, and then select **Student**
3. In the **Override permissions** table, edit the permissions as appropriate e.g. prevent "Start new discussions", prevent "Reply to posts" etc.

How can students record reflections in Moodle?

This can be done either in the personal journal or the blog.

The personal journal can be added by a lecturer to any Moodle course. This is a private space for each student, although teachers can see student journals.

The blog is attached to each user's profile, and can be accessed by clicking on your name and then the blog tab. Blog entries can be private or visible to anyone in Moodle.

What types of wikis can I create?

The Type option in the wiki settings will determine which participants on the course may view or edit the wiki. In addition, the wiki can be setup to reflect the use of Groups within a particular Moodle course. The following description assumes group mode No Groups.

- **Teacher** – All course participants will see the same version of the wiki. Only a teacher can edit the wiki. All students may view the contents.
- **Groups** – All course participants will see the same version of the wiki. Both teachers and students can view and edit the wiki.
- **Student** – Each student will have an individual version of the wiki. The wiki can only be viewed and edited by a teacher and single student.

How do I create a new wiki page?

These instructions assume that you have chosen **HTML only** mode in the wiki Settings.

When you first create a wiki, you will be asked to create your first page.

Subsequent pages can be created by typing their names as follows, either:

- Using **CamelCase**: MySecondPage or
- Using **Wiki formatting**: [My Third Page]

Click on the **Save** button for the changes to take effect.

MySecondPage and **My Third Page** will appear with blue questionmark after the emboldened text. Click on the blue questionmark to edit the new page.